

Job Aid

Steps for Determining Income Eligibility

Use with Lesson 3-3

The screenshot shows the 'Income Eligibility' screen in the TWIST system. At the top, there is a 'Selection' box. Below it, fields for 'WIC ID: 00753245-01', 'Name: Seaside, Samantha A', 'DOB: 03/01/1990', 'WIC Cat.: WOMAN, PREGNANT', and 'Tr.Type: C' are visible. The 'Income Eligibility' section is expanded, showing 'WIC Intake' and 'WIC Notes' checked. Callout 1 points to the 'Calculate Income For:' dropdown menu, which is set to 'FAMILY'. Callout 2 points to the 'Proof of ID:' dropdown menu, which is set to 'DRIVERS LICENSE'. Callout 3 points to the 'Proof of Residency:' dropdown menu, which is set to 'UTILITY BILL'. Other fields include 'No In Family: 4', 'Unborn Counted: 1', 'New Income Date: 04/06/2016', and 'Participates In' with 'SNAP: YES', 'Oregon Health Plan: YES', and 'TANF: YES'. A table below shows income from a husband: HUSBAND, MONTHLY, 832.00, WAGES, PAY STUB, with monthly and annual totals of 832.00 and 9,984.00 respectively.

Follow these steps when entering information on the TWIST “Income Eligibility” screen.

Step 1 Is this income for a “family” or for a foster child “client?”

Step 2 What is their proof of ID and residency?

What proof of ID and address do you have today?

Step 3 What is their household size?

◆ For prenatal women, enter number of fetuses in “Unborn Counted” field.

How many people live with you?

Selection

WIC ID: 00753245-01 Name: Seaside, Samantha A DOB: 03/01/1990 WIC Cat.: WOMAN, PREGNANT Tr.Type: C

Income Eligibility WIC Intake WIC Notes

Income Eligibility

Calculate Income For: FAMILY Proof of ID: DRIVERS LICENSE Proof of Residency: UTILITY BILL
 No In Family: 4 Unborn Counted: 1 New Income Date: 04/06/2016

Participates In: SNAP: YES Oregon Health Plan: YES TANF: YES
 Income Completed By: Eligibility Pending: Eligibility Pending Date:

Income Provider	Interval	Amount	Source	Proof of Income	Monthly	Annual
HUSBAND	MONTHLY	832.00	WAGES	PAY STUB	832.00	9,984.00
Totals:					832.00	9,984.00

Step 4 Does the participant participate in an adjunctively eligible program? Note the programs the participant uses.

- ◆ If there is proof that the participant is currently participating in one of the programs, the participant is income eligible.

Do you or your child receive TANF, SNAP, or OHP?

Did you bring proof of participation in that program?

Step 5 What is the monthly income for the household?

- ◆ Enter the income from all sources.
- ◆ Enter declared income for adjunctively eligible participants.
- ◆ TWIST calculates total monthly income and compares it to the WIC Income Guidelines.
- ◆ TWIST allows you to continue with certification only if the participant is income eligible.

What is the monthly income of your household?

What proof of income do you have?

Step 6 Does the participant need to bring back proof later?

- ◆ Use the “Eligibility Pending” checkbox and complete a “No Proof” form if participant does not have proof of ID, residency or income.
- ◆ Make sure they know what proof to bring back and the date it needs to be returned by.